

# **TAG GUARD LTD**

## **ARRANGEMENTS FOR HEALTH & SAFETY and RULES FOR EMPLOYEES**

**July 2018**

### **Introduction**

These rules and responsibilities are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty placed on employees, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken. It must also be recognised that a breach of Health and Safety legislation by an employee is a criminal offence and action taken by an enforcing officer against an individual may result in heavy penalties.

Management recognises that it is not possible to prepare in written form every possible safety rule as circumstances may vary depending on the nature of work. However, employees are expected to act in a sensible manner on verbal instructions given by directors.

### **Responsibilities of Directors: Vaughan Kitchin (Managing Director)**

#### **General Policy**

1. Corporate responsibility for general policy on Health & Safety, and overall responsibility for its implementation.
2. The Health & Safety Officer, Grant Laker, is appointed by the directors.
3. Regular monitoring of procedures.

#### **Accidents**

4. Ensuring that all accidents and incidents are investigated and that accident reports are reviewed..

#### **Environment**

5. Environmental monitoring including Substances Hazardous to Health.

#### **Fire Precautions**

6. Ensuring that all staff knows what fire fighting equipment is provided, where it is kept, and that they are familiar with its use, and what action to take in the event of fire, accident or sudden illness.
7. Ensuring that a fire risk assessment is completed and updated. This also means ensuring that all fire escape doors and fire equipment in all areas are kept clear of obstructions and easily identified at all times.

#### **First Aid**

8. Ensuring that sufficient members of staff hold current first aid qualifications and that their names are displayed.
9. Ensuring that first aid boxes are maintained on the premises.

#### **Risk Assessment**

10. Arranging for the assessments to be carried out and for the review of the findings.
11. Ensuring that all assessments are reviewed annually or when circumstances indicate that something is wrong.

#### **Safe Systems of Work**

12. Stipulating safe systems of work so that all work both on and off the premises is carried out in accordance with statutory regulations and codes of practice. This must involve regular Health and Safety inspections to ensure that prompt remedial action is taken when a hazard

is identified.

13. Ensuring that appropriate types of safety equipment and personal protective equipment are made available to employees.

### **Training**

14. Ensuring that staff are made aware of all known hazards.
15. Ensuring that staff are trained in manual handling techniques.
16. Ensuring that all staff are familiar with provisions for welfare, first aid and fire safety.
17. Ensuring that all staff are aware of the company's Health and Safety Policy.

### **All employees must:**

Comply with the Health and Safety Policy.

Fully observe the Safety Rules.

Report to management any safety hazards within their work area.

Fully conform to any written or verbal instruction given to them to ensure their personal safety and the safety of others.

Dress sensibly and safely for their particular working environment.

Conduct themselves in an orderly manner.

Use all safety equipment and/or protective clothing that is provided for their use.

Maintain all tools and equipment in good condition and report any defects to management when they occur.

Report all accidents to management whether injury is sustained or not.

Observe all procedures concerning processes, materials and substances used.

Observe fire evacuation procedures and ensure knowledge of all fire equipment and exit routes.

## **Working Practices**

### **Accidents**

Employees must seek medical treatment for any injury at work, no matter how minor it may appear to be. Upon returning from treatment they must report the incident to their supervisor or manager and an entry must be made in the accident book

Employees must report all (no matter how trivial) accidents and dangerous occurrences to management as soon as is practicable and an entry made in the accident book.

Any serious accident as per RIDDOR list 'Types of Reportable Injuries', or where an employee is off work for more than seven consecutive days as a result of an accident, must be reported to the HSE,

### **Employer's Transport**

1. Employees must carry out daily checks of their vehicles prior to use and in conjunction with the laid down checking procedure and provide a written report monthly.
2. Employees must not drive or operate any vehicles for which they do not hold the appropriate driving license or permit.
3. Employees must not carry unauthorised passengers or unauthorised loads.
4. Employees must not use vehicles for unauthorised purposes.
5. Employees must not overload vehicles beyond the stated capacity, and must ensure that seat belts are worn by drivers and passengers, and that any load is properly secured or restrained.
6. Employees must not drive or operate vehicles whilst suffering from any medical condition that may affect their driving or operating ability.
7. Employees must report anything that is likely to affect their ability to drive safely.

8. On long journeys, drivers must take breaks at regular intervals (e.g. 10 minutes after 2 hours driving) or if they are feeling tired.
9. Journeys in excess of 3 hours then the driver should consider staying out overnight
10. Drivers must NOT use hand-held mobile phones or radios when driving.
11. Vehicle keys must not be left in the ignition or on vehicle seats when the vehicle is unattended.
12. The engine must be switched off when not in use
13. Employees must seek assistance when moving awkward loads.
14. Employees must report any vehicle defects immediately. If they consider that a defect affects vehicle safety, they must ensure that the vehicle is not used until the defect has been rectified.

## **Fire Precautions**

1. Employees must comply with all laid down emergency procedures.
2. Employees must not obstruct fire escape routes, fire equipment, fire exit doors or fire equipment.
3. Employees must report any use of fire equipment to their supervisor.
4. Employees must not interfere with or misuse any fire equipment.

## **General Rules**

1. No machine, drill or any other equipment using electricity, should be maintained, cleaned or repaired unless isolated and locked off from all sources of supply. At least one of the lock keys must be held by the persons doing the work. With portable equipment, isolation must be achieved by removing the plug from the power supply, with the plug being kept in sight of the worker whilst repairs etc. are in progress. Checks must be made for frayed cables, loose wires or damaged plugs and repairs made before use.
2. Keep all machines, heaters etc. clear of all materials. Visitors and sub-contractors should be made aware of safety rules, of any potential hazards, and should be encouraged to follow the company's Health and Safety Policy.
3. Where special footwear is required for safety reasons, it is provided free of charge.
4. Do not stack materials near doors, machines or heaters.
5. Work and welfare areas must be kept clean and tidy.
6. Rubbish and waste must not accumulate and must be disposed of in a proper manner (bagged and put in the skip in the yard).
7. Report all accidents no matter how minor they may seem. All accidents must be reported in the Accident Report Book.
8. Employees must comply with all hazard / warning / safety signs and notices displayed on the premises.
9. All medical conditions which could affect safety must be reported to management.

## **Ladders**

1. Regular checks must be made for damage and stability. Ladders must be checked for grease and missing rungs.
2. Annual inspection report completed.
3. Employees must ensure that these are used on level and firm ground, or that suitable secure footings are provided.
4. Ladders must be secured at the base to ensure that they do not slip when in use.

## **Protective Clothing and Equipment (PPE)**

1. Employees must use all items of protective clothing and equipment provided for their protection as instructed.
2. Protective clothing and equipment must be stored and maintained in the approved manner.

3. All losses and faults must be reported immediately to a supervisor.
4. Note must be made of all signs instructing the use of PPE.

### **Work Areas and Aisles**

1. Employees must keep all work areas, access areas and aisles clear of waste materials, tools and other objects likely to cause trips or slips.
2. Employees must keep electric cables, air lines, etc. from trailing across walkways, stairways etc.

### **Working Conditions / Environment**

1. Employees must make proper use of all equipment and facilities provided to control working conditions.
2. Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
3. Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
4. Employees must use the correct method when removing any articles or waste. If they are uncertain they should ask for advice.
5. Employees must clear up spillage or liquids within the work area.

### **Working Practices**

1. Employees must not operate any equipment unless they have been trained and authorised to do so.
2. Employees must report to management immediately any fault, damage, defect or malfunction in any item of equipment or implement.
3. Employees must not clean any moving item of plant or equipment.
4. Employees must not leave any plant or equipment in motion whilst unattended, unless authorised to do so.
5. Employees must not make any repairs or carry out maintenance work of any description, unless authorised to do so.
6. Employees must use all substances, chemicals, liquids, etc. in accordance with all written instructions.
7. Employees must return all substances, chemicals, liquids, etc. to their designated storage area when not in use and at the end of the working period.
8. Employees must observe all pedestrian and vehicle controls in force on the premises.

### **Rules Covering Gross Misconduct**

An employee will be subject to summary dismissal if he/she is found to have acted in any of the following ways:-

1. A serious breach of Safety Rules.
2. Unauthorised removal or interference with any guard or protective device.
3. Unauthorised operation of any item of plant or equipment.
4. Unauthorised removal of any item of first aid equipment.
5. Unauthorised removal or defacing of any label, sign or warning device.
6. Misuse of chemicals, inflammable or hazardous substances or toxic materials.
7. Horseplay or practical jokes which could cause accidents.
8. Making false statements or in any way interfering with evidence following an accident or dangerous occurrence.
9. Misuse of any item of equipment.